

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Director, Construction	<b>REPORTS TO:</b>	Director, Facilities Planning and Construction
<b>DEPARTMENT:</b>	Facilities Planning and Construction	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	032
<b>ISSUED:</b>	June 9, 2009		

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**BASIC FUNCTION:**

Plan, organize, control, and direct the administration of facilities contracts, professional services contracts, construction contracts, inspection and construction management, and labor compliance for the Facilities Planning and Construction Division.

**REPRESENTATIVE DUTIES:**

Plan, organize, control, and direct facilities contract administration, construction management, and the labor compliance program, including budget development and management. *E*

Plan, organize, direct, and coordinate the activities concerning acquisition efforts associated with existing facilities modernization and new construction. *E*

Plan, organize, direct, and coordinate strategic implementation planning efforts for facilities contracts administration including the prequalification process, professional service contracts, and strategic and operational goals associated with contracting methods. *E*

Advise and make recommendations to Director, Facilities Planning and Construction and other senior officials on difficult technical and administrative problems associated with pre/post-award administration of facilities and professional services contracts. *E*

Plan, develop, and recommend policies and procedures related to facilities contracts administration and professional services contracts to deliver new school construction projects on schedule and within budget. *E*

Oversee and direct potential legal aspects of contracting strategy to enhance efficiency and minimize procurement related litigation. *E*

Direct and oversee development and implementation of facilities procurement policies. *E*

Develop and recommend revisions to district policies and procedures to ensure compliance with state-mandated definitions of a labor compliance program; develop strategic initiatives to enhance the efficiency of the department. *E*

Manage and review investigatory meetings and fact-finding with contractors and subcontractors allegedly violating state labor laws pursuant to complaints and audit results; initiate, recommend, and oversee various types of administrative actions based on fact-finding and audit results. *E*

Establish and maintain controls systems for facilities contracts administration and professional services contract activities. *E*

Prepare meaningful management reports for presentation to the Board of Education, district managers, Bond Oversight Committee, and other government entities. *E*

Represent the district in meetings and negotiations with outside legal counsel, government agencies, and contractors. *E*

Interpret legislation and review legal opinions affecting the facilities contracts bidding process and professional services contracts. *E*

Implement appropriate personnel procedures for both consultant and assigned staff that include assigning and training of staff, supervising staff activities, and evaluating staff performance. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to a Master's degree in engineering, business, public administration, or a related field, and five years of recent, directly related experience in labor compliance, contract, and construction administration in a large public agency construction or facilities environment, including the negotiation, development, and administration of contracts.

**LICENSES AND OTHER REQUIREMENTS:**

Registration as a professional engineer or architect is desirable.  
Valid California driver's license and availability of private vehicle.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organizational development principles and practices.  
Principles and practices of contract administration, construction management, and labor compliance.  
Legal and construction industry terminology related to public works construction contract administration.  
Construction industry practices and building codes.  
Division of State Architect (DSA) regulations for implementation of Title 24.  
Provisions of federal and state regulations and applicable codes pertaining to public agency bidding and contracting requirements, surety bonds, and insurance.  
Regulations governing contractor licensing requirements.  
Principles and practices of personnel management, supervision, and training.  
Knowledge of cost and price analysis as it relates to contract negotiation and preparation.  
Interpersonal skill using tact, patience, and courtesy.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.

**ABILITY TO:**

Provide leadership and direction in assigned functions.  
Plan, organize, control, and direct complex activities related to contract administration, construction management, and labor compliance.  
Develop and implement goals, objectives, policies, procedures, and internal controls.  
Read architectural plans and specifications.

Estimate material and labor costs related to project budgets and construction methods.  
Prepare clear, concise, reports and make recommendations.  
Conduct meetings and make effective oral presentations.  
Allocate staff appropriately.  
Work effectively and with flexibility to accommodate shifting priorities.  
Manage multiple priorities simultaneously.  
Maintain current knowledge of applicable provisions of applicable federal, state, and district laws, rules, and regulations.  
Prepare and manage budgets within parameters established.  
Interpret, apply, and explain rules, regulations, policies, and procedures.  
Establish and maintain effective working relationships with others.  
Meet schedules and timelines.  
Analyze and interpret technical materials accurately and effectively in written and oral communication.  
Supervise, train, and evaluate the performance of assigned staff.  
Operate standard office equipment including microcomputers and related software applications.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and construction sites; driving a vehicle to conduct work.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; lifting light objects.

Job Code 1212

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